

## FOREIGN BROADCAST INFORMATION SERVICE

P. O. Box 2604

Washington, D. C. 20013

19 September 1985

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Dear Susan,

Please accept our warmest thanks for an excellent performance over the past summer in the Budget and Finance Branch. As this office was below its normal personnel strength, your assignment was most welcome. By absorbing a considerable portion of the clerical workload, you enabled the shorthanded staff to focus on the technical aspects of their assignments. To this end, your contribution to the FBIS effort was perhaps more significant than you realize. In your role of receptionist, your relationships with "customers" were always pleasant and courteous. When given opportunities to work with little or no supervision, your good judgment and initiative readily surfaced.

Should you elect to return during your 1986 summer break, we would heartily welcome you back to FBIS.


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Sincerely,

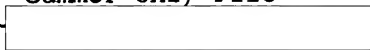


Deputy Director

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DDS&T/FBIS/B&F  (18Sep85)

## Distribution:

- Original - Addressee
- 1 - D/FBIS Chrono
- 1 - C/FBIS B&F
- 1 - SA/CD
- 1 - Summer Only File
- 1 - 

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